



Alaska Department of Labor and Workforce Development
Alaska Workforce Investment Board
February 23rd and 24th, 2009
Centennial Hall
Egan Conference Room
Juneau, Alaska
Meeting Minutes

Monday, February 23rd 2009

Call to Order by Chair Jim Lynch 9:40 a.m.

Roll Call by Director Cashen

Members in attendance:

Scott Clark, (Lt. Governor's Designee)
Commissioner Bishop - DOLWD
David Stone, (DOLWD Designee)
Commissioner LeDoux - DEED
Kathy Craft, (DHSS Designee)
Joe Austerman (DCCED Designee)
Andy Baker, Business & Industry
Mike Woods, Public Education
Dave Rees, Private Sector
John Cannon, Professional w/ Exp. Dev Disabilities
Tony Delia, Private Sector
Michelle Zenger, Business/Industry
Neal Foster, Vice Chair, Business & Industry
Fred Villa (Pres. Hamilton's Designee)
Cynthia Erickson, Private Sector
Jim Laiti, Organized Labor
Chris Gregg, Organized Labor
Joey Merrick, Organized Labor
Sharlene Berg, Post Sec Ed/Voc/Ind
Linda Hulbert, Private Sector
Jim Lynch, Chair, Business/Industry
Betty Jo Dibble, Organized Labor
Doug Ward, Private Sector

A quorum of 22 members was present.

Members absent:

Lt. Governor Sean Parnell; Commissioner Hogan, DHSS; Commissioner Notti, DCCED; John MacKinnon, Private Sector; Paulette Schuerch, Native Organization; President Mark Hamilton, U of A; Bonnie Jo Savland, Native Rep

Staff in attendance: Executive Director Greg Cashen; Program Coordinator Barbara Duval; Administrative Assistant Bejean Page

Guests and others in attendance:

Roxanne Hughes, Governor's Office
Bob Cress, Associated General Contractors of Alaska
Karen Martinsen, Sitka Education Consortium
Marcia Olson, Alaska Department of Education and Early Development
Shelly Wright, Southeast Conference
Rick Rios, Anchorage School District
Tammy Griffin, Chair, Alaska Hotel and Lodging Association
Bill Hagevig, Operations Manager, Discover Alaska Tours
Bob Janes, President/Owner, Gastineau Guiding Company
Karen Johnson, Denali Commission
Marty Metiva, Mat-Su RAC
Iva Grey Wolf, SEAHEC, Health Education Center
Lillian Ruedrick, Director, Interior AHEC, Fairbanks Memorial Hospital
Patrick Reinhart, Governor's Council on Disabilities and Special
Jeff Selvey, NACTEC
Jeff Werner, Alaska FFA
Elizabeth Tonsmeire, GHS Supported Employment Program
Kirk Hardcastle
Kathy Andrews, CTSOs
Beverly Smith, Alaska Math Science Conference
Rachel Kenley, Alaska State FAA Officers (3)
Diane Maples, Alaska Tech Prep Consortium

State of Alaska, Department of Labor and Workforce Development Staff:

Gerry Andrews, Apprenticeship Coordinator
Guy Bell, Director, Administrative Services
Jeanne Biller, Research Analyst, R&A
Jade Cannon, R&A
Carol Collins, Policy and Program Specialist, Employment Security Division
Fred Esposito, Director, Alaska Vocational Technical Education Center
Corine Geldhoff, Director, Division of Business Partnerships
Jeff Hadland, Economist, R&A
Shawna Harper, Program Coordinator, Employment Security Division
Brynn Keith, Chief, R&A
Nan Lathrop, Administrative Assistant, Employment Security Division
Beth Leschper, Communications, Commissioner's Office

Ken Mill, Economist, R&A
Dan Robinson, Economist, R&A
Paula Scavera, Spec Asst to the Commissioner
Jim Swanson, Voc Rehab Manager, Division of Vocational Rehabilitation
Cheryl Walsh, Director, Division of Vocational Rehabilitation

Teleconference Guests: None

Introduction

Chair Lynch welcomed board members, staff and guests to the meeting and asked that introductions be made by each individual in attendance.

Welcome by Commissioner Bishop - Commissioner Bishop welcomed new and returning board members and spoke about the importance of the board promoting Alaska hire, resident hire and that he hears good comments about the board moving along in a positive fashion. New board members are Joey Merrick, business manager with Laborer's Union Local 341; Bonnie Jo Savland, Alaska Native Program Manager for Alyeska Pipeline; Mike Woods, Instructor with King Career Center/ASD; and Michelle Zenger, Senior Human Resources Representative for Greens Creek Mine. Reappointed members are John Cannon and Betty Jo Dibble. He thanked staff for putting together the meeting. We need to concentrate on entry level skills for employers. The AWIB has hired an Education Specialist, Jeff Selvey and introduced him as a guest at the meeting. He will be starting in the Anchorage office on July 1st. Commissioner Bishop expects that the board will be very productive over the next two years.

Opening Remarks by Chair Lynch - Chair Lynch spoke about the complicated topic of processes and how to be more efficient working with DOLWD to move ideas and initiatives forward. There are seats from all over the state on this board, every region and we need to focus on statewide solutions not just representing our background or region. He challenged the board members to do some work at committee level to talk about our processes and how we can set up to move faster, to give guidance and have our voice heard. Not to get hung up on details. He suggested that we all put our CEO hats on and evaluate, make recommendations, real work at committee level. We need to look at our behavior and processes as a group. Jim also welcomed the new board members. He wants everyone to make time to go to the Legislators this afternoon.

Certificates of Recognition

Outgoing board members, MJ Longley, Todd Bergman, John Palmatier and Mayfield Evans will be receiving certificates from the board.

Commissioner Bishop and Chair Lynch presented Andy Baker with a gold pan for his dedicated service as Chair of the AWIB since 2004 and for providing leadership in workforce development for all Alaskans.

Andy asked that Todd & MJ also be recognized by the Youth Council with a certificate or some award.

Reports to the AWIB

Research & Analysis Report – Brynn Keith, Jeff Hadland and Jeanne Biller

Research and analysis has an informational website they have put together for Alaska Community and Regional information and reviewed that with the board. Brynn will send the link out to the board members and would like their feedback after they use the site.

Legislative Update – Paula Scavera

Paula Scavera reviewed the current legislation DOLWD is involved with.

The STEP Task Force Report was submitted to the President of the Senate and Speaker of the House (2/18/09) with recommendations for changes to STEP in statute. The STEP Task Force recommended making the STEP program permanent. The Task Force recommendations included financing and awarding grants to employers, clarifying the role of the AWIB in providing accountability and oversight, increasing the role of the AWIB in the review of grants, and streamlining the overall application process, administration, and reporting requirements of the program.

STEP program has been remarkably successful in training Alaskans. Over 26,000 Alaskans have been trained since inception of the program. Of those who completed STEP training in 2007, 98.7% remain Alaska residents.

The AWIB fully supports making the STEP program a permanent part of the Alaska workforce investment system.

(As in the Draft sponsor Substitute of HB 105 dated 2/10/09)

2007 Training Performance Report - Corine Geldhof,

Corine Geldhof, Director of Division of Business Partnerships reviewed the High Growth Initiative Project with the board.

Employment Security Division – Shawna Harper

Shawna Harper, Program Coordinator of Employment Security Technical Unit gave a synopsis of what the Rapid response under the Workforce Investment Act is about. She indicated what services the program provides to an employer and working during layoffs due to economic impacts, industry changes, and natural disasters.

Division of Vocational Rehabilitation – Cheryl Walsh

Cheryl Walsh, Director of Vocation Rehabilitation presented overview statistics from her Division and stressed that this is an untapped resource of workers.

Andy Baker discussed the need to have a subcommittee or adhoc to work with Guy and DOLWD for potential decision making on the stimulus package. It was also mentioned that the Exco is already comprised of members from each committee, would this work as that task force.

Guy Bell

Guy Bell, Director of Admin Services for DOLWD provided information on the Economic Stimulus Legislation, H.R. 1; the New Workforce Funding – competitive grants for High Growth Industries; UI Modernization requirements; Trade Adjustment Assistance Expansion and other new appropriation issues.

Action Items & Resolutions

STEP Task Force

There was much discussion on the need to support the Legislation for the STEP regulation. Andy Baker requested additional information from Corine Geldhoff which was provided. Linda Hulbert called the question (Resolution to Support 09-01). Chair Lynch conducted roll call for vote.

Resolution to support 09-01 passed.

Tourism Industry Panel

Tourism's Role in Alaska's Economy presented by Dan Robinson, Economist with R&A/DOLWD. He spoke about how big tourism is in Alaska and how important it is to the State.

Bill Hagevig, Operations Manager for Discover Alaska Tours presented a power point outlining their scope of operations in Alaska including where their footprint in Alaska touches and types of jobs including motor coach, rail and hotel. The on-going changes within and outside their organization including employment challenges, maintenance and how they are addressing these challenges and what more can be done in the future.

Tammy Griffin, Chair from the Alaska Hotel & Lodging Association. They represent over 70% of the lodging rooms in the State along with 25 supplier members. She spoke about how they contribute to the economy through various taxes and also the number of jobs in the industry and the key position titles and wages. She showed the different vocational training programs they have and what needs to be done to improve workforce development needs in the hospitality/Tourism industry.

Bob Janes, President/Owner of Gastineau Guiding Company presented a power point on the services his company provides in the tourism industry. He listed the number of employees (65) he employs and defined what his skilled occupational needs are. He stated his company is environmental friendly and uses Green Technologies.

2:00 – 5:00

Visits to Legislature

Tuesday, February 24th 2009 Business Meeting

Call to order by Chair Lynch

Roll Call Director Cashen

Members in attendance:

Scott Clark, (Lt. Governor's Designee)
Commissioner Bishop – DOLWD
David Stone, (DOLWD Designee)
Marcia Olsen (DEED Designee)
Kathy Craft, (DHSS Designee)
Joe Austerman (DCCED Designee)
Andy Baker, Business & Industry
Mike Woods, Public Education
Dave Rees, Private Sector
John Cannon, Professional w/ Exp. Dev Disabilities
Tony Delia, Private Sector
Michelle Zenger, Business/Industry
Neal Foster, Vice Chair, Business & Industry
Fred Villa (Pres. Hamilton's Designee)
Cynthia Erickson, Private Sector
Jim Laiti, Organized Labor
Chris Gregg, Organized Labor
Joey Merrick, Organized Labor
Sharlene Berg, Post Sec Ed/Voc/Ind
Linda Hulbert, Private Sector
Jim Lynch, Chair, Business/Industry
Betty Jo Dibble, Organized Labor
Doug Ward, Private Sector

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Lt. Governor Sean Parnell; Commissioner Hogan, DHSS; Commissioner Notti, DCCED;
John MacKinnon, Private Sector; Paulette Schuerch, Native Organization; President
Mark Hamilton, U of A; Bonnie Jo Savland, Native Rep

Staff in attendance: Executive Director Greg Cashen, Program Coordinator Barbara Duval, Administrative Assistant Bejean Page

Guests and others in attendance:

Roxanne Hughes, Governor's Office
Bob Cress, Associated General Contractors of Alaska

Karen Martinsen, Sitka Education Consortium
Marcia Olson, Alaska Department of Education and Early Development
Shelly Wright, Southeast Conference
Rick Rios,
Tammy Griffin, Chair, Alaska Hotel and Lodging Association
Bill Hagevig, Operations Manager, Discover Alaska Tours
Bob Janes, President/Owner, Gastineau Guiding Company
Karen Johnson, Denali Commission
Marty Metiva
Iva Grey Wolf, SEAHEC, Health Education Center
Lillian Ruedrick, Director, Interior AHEC, Fairbanks Memorial Hospital
Patrick Reinhart, Governor's Council on Disabilities and Special
Jeff Selvey, NACTEC
Jeff Werner, Alaska FFA
Elizabeth Tonsmeire, GHS Supported Employment Program
Kirk Hardcastle
Kathy Andrews, CTSOs
Beverly Smith, Alaska Math Science Conference
Rachel Kenley, Alaska State FAA Officers (3)
Diane Maples, Alaska Tech Prep Consortium

State of Alaska, Department of Labor and Workforce Development Staff:
Gerry Andrews, Apprenticeship Coordinator
Guy Bell, Director, Administrative Services
Jeanne Biller, Research Analyst, R&A
Jade Cannon, R&A
Carol Collins, Policy and Program Specialist, Employment Security Division
Fred Esposito, Director, Alaska Vocational Technical Education Center
Corine Geldhoff, Director, Division of Business Partnerships
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Brynn Keith, Chief, R&A
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Ken Mill, Economist, R&A
Dan Robinson, Economist, R&A
Paula Scavera, Spec Asst to the Commissioner
Jim Swanson, Voc Rehab Manager, Division of Vocational Rehabilitation
Cheryl Walsh, Director, Division of Vocational Rehabilitation

Teleconference Guests: None

Agenda Approval

Chair Lynch asked that the Agenda be amended to add Betty Jo's DVD and presentation on the Alaska Construction Career Days to during the lunch hour; add to 10:15 a.m. to discuss changing and separating the committees; add to 1:00 p.m. the Governor's initiative 'Legacy'; add to 2:30 p.m. to discuss tourism and out of state hires in that industry.

MOTION to change accept changes to agenda by Fred Villa

Seconded by Doug Ward

Vote taken,

MOTION passed.

There was discussion about the meeting date for the next board meeting which was originally scheduled for May 8-9, 2009.

MOTION to change the next AWIB meeting dates to May 28th & 29th by Joey Merrick

Seconded by Andy Baker.

Vote taken,

MOTION passed.

Public Testimony

Rachel Kenley, Karine Ogle and Taylor Berberich spoke representing the Alaska FAA Organization in support of K12 Education initiative

Lillian Ruedrich, Director of Interior AHEC, Fairbanks Memorial Hospital, spoke on the need for nursing positions statewide and the search for industry partners matching dollar for dollar.

Kathy Andrews, spoke on the need for revitalization of the Career & technical Student Organizations (CTSO. There is a need for CTSO Advisor Training which is not currently offered in Alaska. This would be a 2 year plan. Question was 'How do we put this training into place?' Dave Rees said to contact the Tech-Prep Consortium and see if a plan can be worked out. Fred Villa suggested contacting Melissa Hill at U of A.

Beverly Smith and Linda Frame, Co-Chairs of the Alaska Math Science Conference discussed the upcoming 2009 math and Science Conference and were looking for possible sponsors. The dates are October 14-17, 2009.

Karen Martinsen, Sitka Education Consortium wants action steps identified for helping decrease the numbers of Alaska High School drop-outs. There were 4,000-8,000 alone in Alaska. She also indicated Sheldon Jackson School is currently in Chapter 11. The college has a board of trustees. They would like to work with a representative from Department of Labor or the AWIB to use the school campus without accreditation. She indicates the school is in need of repairs and could possible hold construction on the job training there while students get hands on experience repairing the school.

Patrick Reinhart, Governor's Council on Disabilities provided an update on the council.

Diane Maples, Alaska Tech Prep Consortium discussed the need for partnering with secondary and post secondary schools to lead students into the workforce whether it's apprenticeship, additional schooling, etc.

Activities Pertinent to AWIB

AWIB Chair – Jim Lynch

Chair Lynch thanked the members of the board for electing him as their new AWIB Chair, looking forward to working with each and every one of you and appreciates your contributions to workforce development priorities for the state. Thanked Andy Baker for his service to the board as AWIB Chair from 2004 through January of 2009, and for his continued service as a member of the Executive Committee. He advised the board he appointed three members of the AWIB as Committee Chairs at the Executive Committee meeting held February 10, 2009. Jim Laiti was appointed as Chair of the Policy Planning and Assessment and Evaluation Committee, Linda Hulbert as Chair of the Legislative Committee, and Betty Jo Dibble as Chair of the Youth Council. The new committee chairs will serve as members of the Executive Committee and assist me supervising the affairs of the board including Neal Foster as Vice-Chair, Andy Baker as Past Chair, and Doug Ward as Chair of Workforce Readiness and Employment and Placement Committee. The Executive Committee currently has seven board members. Chair Lynch stated he appreciated the hard work and dedication of the AWIB staff in making all preparations for the meeting.

Executive Director – Greg Cashen

There have been a number of changes since my last Director's Report. Jim Lynch was elected as the new AWIB Chair and four new members appointed to the board. The new AWIB members are Bonnie Jo Savland from Alyeska Pipeline Service Company, Joey Merrick from the Laborers International Union of North America Local 341, Mike Woods from King Career Center, and Michelle Zenger from Green's Creek/Hecla Mining Company. Please welcome our new members to the AWIB! He also thanked Andy Baker for his service to the board as AWIB Chair from 2004 through January of 2009, and his continued service as a member of the Executive Committee. He thanked outgoing members Todd Bergman, Mayfield Evans, M.J. Longley, and John Palmatier for their years of service as members of the AWIB.

Committee Meetings, Reports and Discussion Items

Workforce Readiness/Employment & Placement

Guy Bell gave an update on their Washington visit. Chair Doug Ward spoke on the need to take a look at the stimulus package. Doug also spoke about Programs of Excellence, a document submitted by Fred Villa. He advised the board the WREP committee has completed the AWIB Training Plan Template as is ready to hand it over to Policy Planning/Assessment and Evaluation committee.

Policy and Planning/Assessment & Evaluation

Jim Laiti, newly appointed chair gave an update on the Regional Advisory Councils and the new Bylaw changes.

Regional Advisory Councils

Marty Metiva from Mat Su and Shelly Wright from Southeast are going to co-chair the monthly RAC meetings.

Youth Council (By Teleconference)

Betty Jo Dibble, newly appointed chair advised the board that several new Youth Council members have been appointed and they will be March 4th. Diedre Bailey has stated she will provide training on the Workforce Investment Act (WIA) to new members.

Discussion Items

Committee Separation

Discussion was brought up about separating the Committees. Neal Foster gave background on why the committees were added together. There was discussion of a motion to separate chairs of committees to insure adequate workgroups – Andy Baker suggested combining agendas and chairs to one meeting, same as now. No vote was taken as it was brought to Chair Lynch's attention that he has the authority to do this without a motion.

Robert's Rules of Order – This was tabled until the May board meeting and will be included in board member orientation.

Registered Apprenticeship Update – Gerry Andrews

Gerry gave an update of the apprenticeship program. He also noted that the apprenticeship conference will be on April 30th this year in Anchorage. He will be attending an Action Clinic in San Francisco.

Action Items

AWIB By-Laws Revisions – The proposed by law changes were prepared by the Policy Planning Assessment and Evaluation committee at the direction of the board at the October 2008 meeting.

ARTICLE IX

DELEGATES/DESIGNEES:

DELETE All Board members may select a designee to represent them and vote for them at Board meetings. The name of the designee must be submitted by the Board member to the chair for referral to the Office of the Governor Boards & Commissions office, and no designee will be seated until approved by the Governor.

ADD A member of the board appointed by the governor under (a) of Sec.23.15.550 may appoint a voting designee qualified to serve in their designation place of the member for one board meeting in a 12 month period. The member shall appoint the designee for that meeting in writing.

MOTION by Dave Rees to approve the by-law revisions as noted on page 5, article 9,
Seconded by Neal Foster
Vote taken,
MOTION passed

AWIB Training Plan Template

Dave Rees, WREP Committee, introduced the AWIB Training Plan Template documents to the board and gave the background and need for them. There are instruction guides to the template. There is a small amount of clean up to the forms and then the documents will be ready to be turned over to the Policy Planning Assessment and Evaluation committee.

MOTION to approve the plan by Andy Baker
Seconded by Neal Foster
Vote taken,
MOTION passed.

Activities Pertinent to Workforce Development

AGIA Training Strategic Plan – Commissioner Bishop

Commissioner Bishop said that it is imperative to bring Shell Oil on board. The AGIA coordinator position is still being sought after. The AGIA is before the legislature. Move to shake out the plan, get into jobs, bullet line, and resident hire. We still have time to train second set of workers in 113 direct occupations. He wants to work closer with the Seafood industry to hire senior graduating class (53) schools throughout the State talk about career occupations within the industry.

Vocational Instructor/Administrator of the Year Awards

Commissioner Bishop presented gold pans to the following award recipients:

Secondary Vocational Training Instructor/ Administrator of the Year Award was presented to Brian Walsh, Welding Instructor, King Career Center, Anchorage, Alaska

Post Secondary Vocational Training Instructor/ Administrator of the Year Award was presented to Bret Helms, Administrator United Association of Plumbers and Pipefitters Local Union #375 – Joint Apprentice Training Program.

Centers of Excellence – Deputy Commissioner Stone

Deputy Stone discussed the concept of Centers of Excellence and Programs of Excellence. Some of the things that need to be considered is how to align this with

industry standards. There was discussion about investments for training programs, priority occupations and feeder programs to put framework in place.

UI Employer Services – Virginia Calloway

Virginia Calloway discussed UI Employer Services.

Prior to the adjournment there was discussion about the vision the commissioner has in workforce development.

MOTION by Andy Baker to thank the commissioner and department of labor staff for support and confidence to help the board move forward.

Seconded by Linda Hulbert

Vote taken,

MOTION passed.

Adjourn 3:44

ACTION TRACKER

WHO	WHAT	DUE BY	STATUS
Executive Committee	Questions from Public Testimony – go to the Exco and then to committee for action		In process
Executive Committee	Training for new members – possible ½ day at next board meeting		On May agenda
Executive Committee	Members need to choose a committee to serve on. Will discuss at next Exco.	As soon as possible	In process
Executive Committee	Add October AWIB Meeting minutes to next meeting for approval.	March 20 th	Added to agenda
Executive Committee	Improvement in process with STEP & process AWIB step task force takes.		
Executive Committee	What is our level of involvement in the stimulus package – invite Guy Bell to the March Exco to address this.		On Exco March agenda
Executive Committee	Governor’s initiative on “Legacy”.		
Executive Committee	Approve AWIB meeting dates for October 09 and February 10. (Did you want to set them a year out?).	May board meeting	In process
Executive Committee	Develop and approve agenda for May board meeting.	March 24 th	In process
Executive Committee	Appoint contact person from State or AWIB to work with Karen Martinson, Sitka Ed		In process

	Consortium, re: using Sheldon Jackson campus for tech school.		
Executive Committee	Appoint Chairs to separate committees to insure adequate workgroups (WR, EP, PP, AE)		In process
Executive Committee	Make sure that we are working closely with DOLWD and DEED to connect industry with education and careers. Chair asked that this be put on the agenda.		In process
Executive Committee?	Chair Lynch asked who out there is doing this model (AWIB control – Centers of Excellence). Follow through steps for Board, – Fred will research & bring back info for May meeting?	April	In process
Executive Director	Present certificates to outgoing board members.		In process
Executive Director	Send thank you letters to tourism panel		done
Legislative Committee Louise Dean	Need to make appointments next year, have talking points and possible reception for legislators. (send out invitations)	January 2010	In process
WREP Barbara Duval	Forward Fred's email about the stimulus package to board members.		In process
WREP Barbara Duval	Programs (Centers) of Excellence – what does the AWIB want to develop or advocate for.		
WREP Barbara Duval	Training Plan Template		Final cleanup
WREP Barbara Duval	Strategic Priorities – look at.		
RACs Louise Dean	Need to communicate better about information needed in communities.		ongoing
YC Barbara Duval	Solicit new members.		done
YC Barbara	Training for new members.		In process

P&P/ A&E Louise Dean	Update bylaw revisions approved by the board.	April	done
P&P/ A&E Louise Dean	Work with Brynn Keith/R&A to line up their occupational priorities with R&As wording.		done
All Board Members	File APOC by 3/15/09.		

List of handouts:

A guide to help you through a layoff, Rapid Response brochure – Shawna Harper
 Alaska Construction Career Days – Betty Jo Dibble
 Alaska Math & Science Conference – Beverly Smith
 Alaska Economic Trends – January & February – Research & Analysis
 AWIB Legislative Efforts
 Building and Contractors facts & figures (name right?) – AGC of Alaska
 CTSO Revitalization proposal – Kathy Andrews
 Economic Stimulus Legislation, H.R.1
 House Bill 105 Legislation
 Juneau Empire's guide to the Alaska Legislature 2009
 Sitka Proposal for Redevelopment of the Sheldon Jackson College – Karen Martinsen
 STEP financial review – Corine Geldhof
 STEP Union & Other 05-08 report – Corine Geldhof
 Training Program Performance 2007 – R&A